



Social Work

ADRC Resource Specialist I

Jefferson County Aging and Disability Resource Center's (ADRC) vision is to provide information and assistance to a diverse community where the elderly and people with disabilities are respected, healthy, and productive. Therefore, the agency has made it their mission to help clients of our County achieve their goals by providing them with comprehensive information so they can make informed decisions and advocacy support to ensure that they remain in charge of their lives.

The ADRC Resource Specialist I will serve as the entry point for complex and highly demanded, publicly funded long-term care programs and private pay long-term care options for a variety of adults in different situations.

To be successful, you will complete the below responsibilities:

- Evaluate customer needs and requests to assess and link clients with appropriate community resources
- Administer Adult Long Term Care functional screen assessment and determine functional eligibility for managed care
- Counsel and assist clients for eligibility in benefit programs such as Medical Assistance, Foodshare, Farmer Market Vouchers program
- Develop Next Steps Action Plans with clients that are in compliance with State and Administrative policies and procedures
- Variety of other tasks and responsibilities necessary provided on job description posted

Typical Starting Wage is \$23.43 - \$25.42, dependent on education and experience

Benefits: Eligible for our excellent benefit package with details at the below link

https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php

Requirements:

- Bachelor of Arts or Science degree in Social Work, Human Services, or Health Field
- One year of experience working with at least one of the target populations (frail elder, physical disability, or intellectual/developmental disability)
- Certification as a Long-Term Functional Screener within 60 days of employment
- Successful completion of AIRS Certification within first year of employment
- Valid Wisconsin driver's license

Applications will be accepted until this position is filled. However, initial screening of applicants will begin **March 25, 2022**.

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer